Utah Fleet

FleetFocus Training

Fleet Operations will be hosting a Training Seminar to discuss the Mini Report Card Syllabus, how to use FleetFocus to get an 'A', and how to create your own FA Reports. The Mini Report Cards are geared towards agencies that have Full-Service Leases from Fleet Operations. The Reports are geared towards any agency that wants to have greater control in their access to their equipment data.

Computers are limited so please RSVP!
Submit your confirmation via our web site at:
http://fleet.utah.gov/services/forms/trainingconfirmation.htm
(If you don't RSVP you may not have a computer to work at and, most importantly, you may not get any treats!!!)

Training Dates: June 24th & 25th

Training Location: ITS Training Center (located in the basement of the State Office Building)

Itinerary at a Glance

Class #	Topic	Date
1	Access Training	June 24th
2	Report Card Syllabus	June 25th
3	Report Card Reports	June 25th

Detailed Itinerary

DAY 1: Access Training

Class 1
8:00am – 10:00am: Overview…How to link FA tables into a Microsoft Database and understanding the data that you bring over.
10:00am – 10:15am: Break (continental breakfast provided).
10:15am – 12:00pm: Writing Basic Queries…How to write basic queries using FleetFocus data. You will get hands-on practice with creating your own queries.
12:00pm – 1:00pm: Lunch (not included)
1:00pm – 1:45pm: Linking Tables…How to link tables to write more comprehensive queries.
1:45pm – 2:15pm: Advanced Features…Learn how to create calculations, group data, etc.
2:15pm – 2:30pm: Break (refreshments provided)
2:30pm – 3:30pm: Trouble-Shooting…Making sure that the data that you pull is the correct data and how to trouble-shoot if the query is not working the way you would like it to.

DAY 2: Report Cards

Class 2
8:00am – 10:00am: Report Card Syllabus…Discussion of each topic included in the Mini Report Card and how to use FleetFocus to get an 'A'.
10:00am – 10:15am: Break (continental breakfast provided).
10:15am – 11:30pm: Report Card Syllabus …Continuation of the Report Card discussion.
11:30pm – 12:30pm: Lunch (box lunch provided. After registration a lunch menu will be distributed)

Class 3
12:30pm – 2:00pm: Report Writing for an 'A'…How to write Microsoft Access Queries that pertain to the Report Card.
2:00pm – 2:15pm: Break (refreshments provided)
2:15pm – 3:30pm: Report Writing for an 'A'…Continuation of how to create queries that pertain to the Report Card.